



Cape May County Planning Department
Open Space Program
HISTORIC PRESERVATION APPLICATION - 2016

**PLEASE COMPLETE THE FOLLOWING FORM AND ATTACH ADDITIONAL
SHEETS AS NEEDED FOR RESPONSE TO THE PROJECT NARRATIVE**

Applicant Information:

Applicant's Name: _____

Mailing Address: _____

Telephone # : _____ **Cell Phone #:** _____

Fax #: _____ **E-Mail:** _____

Applicant is a: ____ County Department/Agency ____ Municipality *
____ Historic Preservation Oriented Non-Profit (provide documentation of status)

** A municipal resolution authorizing the application and documenting public support is required as part of this application*

Property Information:

Owner's Name: _____

Mailing Address: _____

Telephone # : _____ **Cell Phone #:** _____

Fax #: _____ **E-Mail:** _____

Historic / Common Name of Property: _____

Property Address: _____

Municipality: _____ **Block:** _____ **Lot:** _____

Acreage: _____ **Zoning:** _____

Do you, as Project Developer, have legal control of the site (i.e. ownership, easement, developers agreement, interlocal agreement, etc.)? _____
Provide documentation of site control

Historic Preservation Program Categories:

PROPERTIES HAVING A CERTIFICATE OF ELIGIBILITY (Only Eligible for Tier 1 Project Category)

Tier 1
Total Project Cost: \$30,000 - \$150,000
50% Grant / 50% Match
Municipal Support Encouraged
Community Support Encouraged
Business Plan or equivalent document to demonstrate long-term viability of project and ability of applicant to maintain property

PROPERTIES LISTED ON THE STATE AND/OR NATIONAL HISTORIC REGISTER (Eligible for Tier 1 or Tier 2 Project Categories)

Tier 1	Tier 2*
Total Project Cost: \$30,000 - \$150,000	Total Project Cost: \$150,001 – \$400,000
60% Grant / 40% Match	60% Grant / 40% Match
Municipal Support Encouraged	Municipal Support (Resolution) Required
Community Support Encouraged	Robust Community Support Required
Business Plan or equivalent document to demonstrate long-term viability of project and ability of applicant to maintain property	Demonstration of long-term revenue stream to support maintenance of project Required
	Preservation and Maintenance Plan Required

****Tier 2 Projects must meet all requirements associated with being listed on the State and/or National Register, including State Historic Preservation Office Project Authorization***

Project Information –**Name of Project:** _____**Amount of Funding Request:** _____**Matching Funds Provided:** _____

* All Historic Preservation Projects require matching funds for this specific project. Please refer to the table on page 2 for matching % required. In-kind services are not eligible as match. If project is approved, the contract between the applicant and the County will specifically outline terms of the match, documentation, and terms of proposed financing for the project.

Total Project Cost:** _____

**Attach an Engineer's or Architect's Cost Estimate, if available

Project is a: _____ **Historic Property** _____ **Historic Structure** _____ **Historic Facility** _____ **Historic Site****Project Type *:** _____ **Acquisition** _____ **Stabilization** _____ **Rehabilitation** _____ **Restoration** _____ **Preservation** _____ **Emergency Activity**

**Note: See descriptions of eligible categories of activity on Page 6 of this application form*

Project Description: *(Attach additional sheet(s) if necessary):*

List Professionals to be utilized in the project design and implementation:

Significance of the Property:

Date Built: _____ Major Additions with dates: _____

Architect (if known): _____

Builder (if known): _____

State / National Register of Historic Places Information (see table on page 2 for requirements):

Property is listed on the: _____ National Register

_____ New Jersey Register

_____ Not listed, but has received a Certificate of Eligibility

Provide date of Listing/Certification and id#: _____

Property Status and Condition:

Is the property open to the public?

_____ Yes; list hours and days property is open and any fees charged _____

PLEASE PROVIDE COPIES OF LOCAL LAND USE APPROVALS WITH DETAILS OF PERMITTED PUBLIC ACCESS

_____ No; please explain and give proposed future schedule for opening and hours of operation _____

Is the property currently occupied? _____ Yes _____ No

Describe the current use of the property: _____

Describe proposed use of the property if different from above:

The current condition of the property is: _____ Good _____ Fair _____ Poor
Provide photo documentation**Are there any deed restrictions or easements on the property?**

___ If "yes", provide copies of the deed and/or easement

Are there any conditions precluding full public access to the property imposed by municipal land use approvals (i.e. site plan, variance)? ___ If "yes", provide copies of the approvals

Is the property currently endangered due to (check all applicable):

_____ **Pending demolition**

_____ **Immediate threat of collapse**

_____ **Inappropriate use or development**

_____ **Inappropriate development of surrounding areas**

_____ **Notice of Code Violations**

_____ **General Neglect**

_____ **Other (specify):** _____

Is any portion of the property currently part of a development application?

_____ **No** _____ **Yes, explain:** _____

Is any portion of the property listed for sale with a real estate agent or otherwise being actively marketed?

_____ **No** _____ **Yes, explain:** _____

Is the property compliant with the Americans with Disabilities Act? _____

If "No", explain how ADA issues will be addressed through the proposed project: _____

Do you give the County Open Space Board and/or its consultants permission to physically inspect the property? _____

Signatures: Signatures on the lines below indicate that the property owners and project developers are aware and in support of the application for Historic Preservation Program funds.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Project Developer's Signature: _____ Date: _____

Project Developer's Signature _____ Date: _____

Project Narrative:

Please provide responses to the issues presented below and attach to this application.

1. Site Features:

- A. Describe the architectural, cultural, and historical significance of the property.
- B. Describe the existing condition of the property, including the condition of any structures. Indicate if any historic preservation plans or studies have been completed on the property; provide copies if available.
- C. Provide details on the proposed historic preservation project. If the site is listed on the National or State Historic Register, provide documentation that the proposed work is being completed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- D. Indicate if the proposed project is employing any innovative techniques and/or solutions to integrate energy conservation into the preservation efforts.

2. Community Needs and Planning:

- A. Demonstrate the level of community support for this historic preservation project. Include letters or other documentation from municipal, county, community organizations, or other interested parties. *** If the applicant is a municipality, a resolution authorizing submission of the application and demonstrating public support for the project is required.**
- B. Provide a general indication of the municipality's existing historic resources, including the presence of any designated historic districts. Indicate how your project will contribute to local and regional historic preservation initiatives, and will provide links to other historic resources to enhance visitor experiences.
- C. Describe the land use and development patterns in the immediate surrounding area, and how the preservation of this property would enhance the area's historic character.

- D. Explain how the general public can gain access to the project / property, including a schedule of regular public hours. If user fees are collected as part of said access, provide a fee schedule. Please note that any fees must be modest, customary, and reasonable in relation to the property and the programs offered at the facility. If the project has received site plan approval and/or variance approval from the local municipality, please provide copies of the local resolutions detailing any restrictions for public access. Similarly, if any deed restrictions or other conditions related to public access exist, provide copies of those documents as part of your application.

3. Leveraging of Investment / Long Term Viability:

- A. Provide a detailed project budget; indicate which of the elements of the project are to be funded with County Trust Fund dollars. Indicate the amount and sources of the required minimum cash match (see tables on page 2 for matching requirements). In-kind services are not eligible to fulfill the applicant's matching requirement. Matching funds **MUST** be project-specific and cannot be general revenue or funds held by the applicant for purposes not related to this particular project. Please note that if the project is recommended for funding, a contract detailing the source and documentation of the matching funds will be required. This contract will also provide the terms of financing for use of Open Space funds for the project.
- B. Explain how the investment of County Trust Fund dollars to preserve this property will leverage existing and planned public and private projects in the community and the region.
- C. Provide a project timeline, with milestones and projected dates for all elements of the project, including design, permitting, construction, project completion, etc.
- D. Indicate the level of commitment of the Project Developer for the long-term maintenance and viability of any funded improvements.
- E. Provide information on the Project Developer's success with past projects of a similar nature.

Return two copies of this application and associated materials to:
Cape May County Planning Department
4 Moore Road
Cape May Court House, N.J. 08210
Attn: Barbara Ernst
(609) 465-1086

Eligible Activities:

Acquisition: The purchase in fee of an eligible property, structure, facility, or site by the County, a municipality or charitable conservancy. Potential applicants are strongly encouraged to set up a pre-application meeting with the Open Space Board to determine eligibility prior to the development of an application / project.

Stabilization: The essential maintenance of a deteriorated structure, facility as it exists at present, establishing structural stability and a weather resistant enclosure

Rehabilitation: The act or process of making possible compatible use of a property through repair, alteration, and addition while preserving those portions or features that convey its historical, cultural, or architectural value. Rehabilitation emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at the most significant time in the property's history by the retention of materials from the most significant time and reconstruction of missing features from the most significant time, while permitting the removal of materials from other periods.

Preservation: The act or process of accurately depicting the form, features, and character of a property as it appeared at the most significant time in the property's history by the retention of materials from the most significant time and reconstruction of missing features from the most significant time, while permitting the removal of materials from other periods.

Emergency Activity: The acquisition, stabilization or repair of a property may be permitted provided the property is in imminent danger of destruction, demolition, or collapse and the Trust Fund has available funds.